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Notification of Criminal Activity

I understand that as a staff (employee or subcontractor) of ABLED Inc. I must immediately notify the ABLED Executive Team if I am charged or convicted of any of the crimes listed below, or if my name is placed on any of the following department registries: CPS, APS, or the State of Nebraska Sex Offender registry. I understand that ABLED Inc. has the right to perform background checks at any time during my services with the agency. ABLED will conduct background checks as required.

- Child pornography
- Abuse of a child or vulnerable adult
- Homicide
- Rape or sexual assault
- Felony or misdemeanor assault (any class) with a weapon
- Felony assault without a weapon
- Felony domestic assault
- Misdemeanor domestic assault
- Felony or misdemeanor terroristic threats or intimidation
- Felony or misdemeanor robbery or burglary
- Felony fraud – which includes: theft by unlawful taking, theft by deception, receiving stolen property, or forgery
- Misdemeanor fraud – which includes: theft by unlawful taking, theft by deception, extortion, receiving stolen property, or forgery
- Shoplifting (after age 19) or concealing merchandise
- Prostitution or solicitation of prostitution
- Possession of any controlled substance with intent to deliver
- Possession of any controlled substance

I understand that if I have been charged (ticketed or arrested) for any of these crimes I will be suspended immediately and will remain on unpaid administrative leave until a final outcome has been determined.

The following procedure will be used to determine the final outcome of employment/contract status:

1. Staff must meet with two members of the ABLED Executive Team within 48 hours from the time they were charged (ticketed or arrested).
2. Staff must bring in all of the official documents they have received pertaining to the charges they are facing, or any of the convictions/case dismissals that were made.



3. Staff must provide a written statement of the circumstances leading up to the crime for which they have been charged (ticketed or arrested).
4. Both members of the Executive Team will review the official documents and staff's written statement prior to determining whether or not staff can continue working, or if they have to be placed on unpaid leave.
5. After a decision has been made, one of the Executive Team members will communicate that decision to staff.
6. Both members of Executive Team will sign off on the final result and provide continued follow up through the timeline of the court appearance.
7. If staff is convicted of the crimes listed, employment may be terminated at this time or a conditional employment status may be arranged. Employment status will be at the discretion of the ABLED Executive Team.
8. If the charge is dropped, staff must provide written documentation of the case dismissal to the Executive Team in order to have the case closed.
9. Staff will provide official documentation of the final verdict in the case to the ABLED Executive Team as well.

If staff fails to meet the conditions of continued employment (following through on court dates, providing official documentation, etc.) then their employment/contract with ABLED, Inc. will be terminated.

Staff (Print)

Date

Signature